

ATTACHMENT #10

SAMPLE

CONTRACTOR -

PROVIDED LETTER

REQUESTING PAST

PERFORMANCE

Sample Contractor-Provided Letter Requesting Past Performance Evaluation

Date:

*Mr. Justin Amaro
Lightening Bolt Corporation
10800 Laureate Drive
San Antonio, TX 78249*

SUBJECT: Past Performance of *XYZ Corporation* on Contract A-BC-0000, Project Title: *ABC Research*

Dear *Mr. Amaro*:

XYZ Corporation recently completed contract A-BC-0000, in which we provided *Research Services* for your *agency/company*. The requirements of this contract were similar to the requirements of a solicitation for which *XYZ Corporation* has submitted a proposal.

As part of the proposal evaluation, I ask that you evaluate our performance of contract *C-CHI-12345* by completing the attached evaluation form, scan and e-mail within five days of receipt to the Department of Housing and Urban Development, Attn: Gene H. Jackson, Contracting Officer, at gene.h.jackson.gov. The completed form will be marked and treated as "Source Selection Information" in accordance with Federal Acquisition Regulations 2.101 *Definitions* and 3.104, *Procurement Integrity*, and it will not be released except to Government personnel needing the information for source selection purposes and to *XYZ Corporation* for comments during source selection.

Your cooperation in this matter is greatly appreciated.

M.G. Villarreal
Vice President
XYZ Corporation